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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LABOR & ECONOMIC GROWTH  
LANSING

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Emailed 08/14/06 (bs)

**Bureau of Workforce Programs**  
**Policy Issuance (PI): RSA 05-03, Change 02**

**Date:** August 14, 2006

**To:** Michigan Regional Skills Alliances (MiRSA<sup>SM</sup>)

**From:** Brenda C. Njiwaji, Director, Bureau of Workforce Programs (**SIGNED**)

**Subject:** MiRSA Monthly Status Report and Profile Change to Quarterly Reporting Requirement

**Programs Affected:** MiRSA Initiative

**Rescissions:** None

**Background:** The MiRSA initiative is a high priority for the State. In recognition of the importance of the MiRSAs, the Monthly Narrative Report was amended to better represent what is being accomplished through individual MiRSA efforts. The report was renamed as the Monthly Status and Profile Report. The change from the previous format was to provide consistency for the sharing of information with Department of Labor & Economic Growth's Executive Office and other interested parties. Effective August 1, 2006, the report is being renamed to the Quarterly Status Report and Profile, and it will be submitted at the end of each quarter.

**Policy:** MiRSA Quarterly Status Report and Profile:  
During the contract development process, the Workforce Development Specialist assigned to the MiRSA develops the Quarterly Status Report and Profile. The report is developed in coordination with the applicant and/or convener.

The Quarterly Status Report section is based on the goals, objectives, and outcomes as identified in the MiRSA contract. MiRSAs are to report quarterly on the progress toward the goals, objectives and outcomes. The MiRSA Profile section is to be updated quarterly, and will identify any additional cash or in-kind contributions along with any new member or employer partners added during the previous quarter.

Effective August 1, 2006, the Monthly Status and Profile Report will be changed to the Quarterly Status Report and Profile.

MiRSA Participant Reporting:

All information pertaining to Workforce Investment Act (WIA) or Welfare Reform Program participants is required to be reported on the One Stop-Management Information System (OS-MIS). The Michigan Works! Agency (MWA) staff or contractor staff must enter participant information on the OS-MIS within two business days of the time the information is available for entry. Grantees that are not an MWA will work in coordination with their local MWA or One-Stop operator in order to submit the required participant data.

Any participant receiving WIA or Welfare Reform funded training or services, as part of MiRSA activities, will be identified on the OS-MIS using a drop-down indicator.

**Action:**

Effective August 1, 2006, all MiRSAs are to submit the Quarterly Status Report and Profile electronically, utilizing the attached report format. Reports are to be submitted to [rsa@michigan.gov](mailto:rsa@michigan.gov), with a carbon copy to the Workforce Development Specialist. Reports are due the 20<sup>th</sup> calendar day after the end of the quarter being reported on (January 20, April 20, July 20). In situations where the 20<sup>th</sup> calendar day falls on a weekend or legal holiday, the quarterly reports must be submitted no later than the last business day prior to the 20<sup>th</sup> calendar day after the end of the report period. In order to meet the fiscal deadlines established in the State of Michigan's year-end closing process, for the quarter ending September 30, the report is due on October 7.

Additionally, any participant receiving training or services as part of a MiRSA activity that utilizes WIA funds is to be identified on the OS-MIS using the MiRSA activity drop-down indicator.

**Expiration  
Date:**

None

BCN:JC:bs  
Attachments